

Freedom of Information Policy 2011

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South Tyneside Council

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1. Introduction

The Freedom of Information Act 2000 came into place on the 1st January 2005 to give individuals rights of access to information held by public bodies, subject to the exemptions and restrictions of the Act. The Act applies to all central government bodies, local authorities, schools, the police, armed forces, NHS, the fire brigade service and private companies that provide a public function.

2. How the Act Affects South Tyneside Council

South Tyneside Council is committed to implementing the provisions of the Freedom of Information Act 2000. The Council will respond to all FOI requests to ensure that the public understand:

- How the Council is organised and managed;
- What services it provides;
- The standard of these services;
- The targets it sets and the results it achieves.

The Council will, as part of the requirement of the Act, also provide a Publication Scheme to alleviate the need for requests.

The Council does support the principle of transparency and openness. However, this will be offset by the need to maintain

individual's rights to privacy and confidentiality. This policy does not override the Council's legal obligations under Data Protection or the Common Law Duty of Confidentiality.

3. Purpose

The purpose of this Policy is to ensure that:

- All Council employees understand their responsibilities under the Act and the Council's approach to openness under FOI;
- The Council complies with the Code of Practice for the Freedom of Information Act and associated guidance produced by the Information Commissioner by Lord Chancellor on making information accessible and maintaining accurate records.

4. Scope

For the purposes of the Act, this policy applies to all information created, received or maintained

- By staff and Members during the course of Council business, or
- By external parties and joint partnerships who are employed to work on behalf of the Council for e.g. BT Strategic Partnership.

However, information, which has always been given routinely as part of the Council's framework, should still continue to be given freely without the need for it to be addressed under the scope of FOI.

The policy applies to all information formats regardless of their media type i.e. paper or electronic based for e.g. emails, spread sheets, photographs, CD's etc.

This policy should also be read in conjunction with the Council's Data Protection Policy, Environmental Information Regulations Policy and Records Management Policy.

5. Objectives of this Policy

The objectives of this policy are to ensure that the Council:

- Fulfils its legal obligations under the Freedom of Information Act 2000;
- Provides a general right of access to all public information held subject to the exemptions and restrictions of the Act;
- Responds to all requests within 20 working days;
- Responds to all applicants regardless of their age, nationality or location;
- Adopts and maintain an up to date publication scheme which illustrates what information is published, the format it is available in and the fee applicable, where

appropriate. The new updated scheme was in place from 31st December 2008;

- Provides an alternative route of access where information is not covered by the Council's Publication Scheme;
- Ensures that all staff are familiar with the requirements of the Freedom of Information Act 2000. All Lead Officers will be suitably trained in FOI;
- Ensures that there is an effective records management programme in place, which is benchmarked on the Code of Practice for Records Management, illustrated under Section 46 of the FOI Act. Better record management practices will help us to retrieve information quickly if we know where it is held;
- Provides appropriate advice and guidance to ensure that all applicants receive the information they need.

6. Corporate Responsibilities

Corporate

The Council will:

- Ensure there is a nominated lead officer for Freedom of Information;
- Ensure there are adequate procedures in place for handling FOI requests;
- Provide a general right of access, where appropriate;
- Respond promptly to all FOI requests;

- Reserve the right to refuse vexatious, ambiguous, disproportionate or repeated FOI requests (i.e. those less than 3 months);
- Reserves the right to refuse a request where disclosure is considered not to be in the public interest or where disclosure would be detrimental to the activities of the Council or its external partners. All refusals will be clearly explained;
- Ensure records are maintained in accordance with the Council's retention guidelines.

Executive Directors

The Executive Director of Regeneration and Resources is the nominated Lead Officer for Freedom of Information. However, all Executive Directors are responsible for ensuring that individual employees are aware of their Freedom of Information obligations as set out in this policy. This includes ensuring that we have good records management practices in place to respond to Freedom of Information requests quickly and effectively.

Head of Services

It is the role of each Head of Service to:

- Manage the effective implementation of the Council's FOI Policy;
- Appoint FOI Co-ordinators to co-ordinate all FOI responses;
- Ensure staff complete the Cetus training package in Freedom of Information as part of their PDP;

- Ensure staff have an awareness of FOI and adhere to the Council's policy, strategy and framework for FOI;
- Authorise FOI replies;
- Recognise resource issues in service planning and service allocation.

Head of Corporate Governance

The Head of Corporate Governance has been assigned the responsibility for Freedom of Information.

Records Management Team

The Head of Corporate Governance has delegated the Records Management Team to have the day-to-day responsibility for FOI. These responsibilities include, but are not limited to:

- The development and implementation of this FOI Policy;
- The maintenance and accuracy of the Publication Scheme;
- The provision of best practice FOI guidance for staff;
- The effective delivery of training in FOI;
- Co-ordinate and respond to all FOI requests in a timely manner to enable compliance with the 20 working day deadline;
- Draft FOI members reports for the Executive Team and Lead Members;
- Monitor and review the effectiveness of this policy;

- Identify any appropriate resources that are required to support this policy;
- Liaise with other colleagues responsible for information handling activities i.e. the Council's ICT & Information Security Officer, etc.

FOI Co-ordinators

Each Head of Service has appointed a FOI Co-ordinator to act as the main point of contact for the co-ordination of all FOI requests within their service area. Ideally this person will also have responsibility for the co-ordination of Data Protection Requests. The responsibilities of all FOI co-ordinators is to:

- Promote the policy within their service area;
- Act as a central point of contact for all FOI requests within their service area;
- Log and co-ordinate all FOI requests on the Council's FOI system;
- Notify the Records Management Team of any new FOI requests and to send them a copy of the original request;
- Attend all FOI training events;
- Assist all applicants with their FOI requests;
- Identify the source and information required to respond to the request;
- Check the information content of sources and exclude any material which may be considered too personal or commercially sensitive by nature for disclosure before being directed to the Records Management Team for approval;

- Assist with all Council investigations and FOI appeals.

Managers

It is the responsibility of all senior managers to ensure:

- They are aware of the existence and content of this policy;
- They understand their FOI legal obligations;
- Information is supplied to the Web Team and Records Management Team for inclusion into the Council's Publication Scheme. This will reduce levels of FOI requests received within the Council;
- Information created is stored appropriately to enable quick access for FOI requests.

Employees

All staff, whether or not they physically create, receive or maintain information themselves, has an obligation to be aware of Freedom of Information legislation and related Council's policies. In particular staff must:

- Familiarise themselves with this policy;
- Ensure they keep complete, reliable, accurate and up to date records in order to respond to FOI requests;
- Ensure that all FOI requests for information are handled in accordance with the Council's Freedom of Information guidelines;
- Immediately redirect Freedom of Information Requests to the Records Management Team once received;
- Respond to all FOI requests within 20 working days;

- Ensure they complete the Cetus Training programme in Freedom of Information as part of their PDP and any other training events where appropriate;
- Ensure that records are maintained in accordance with the Council's Destruction and Retention of Records Policy.

Members

Elected Members have the same corporate responsibilities as employees and so must:

- Respond to all FOI requests within the 20 working day timescale;
- Have an understanding of the Freedom of Information Act and how it affects them;
- Develop and implement an effective framework for managing records.

Freedom of Information Appeal Panel

The Freedom of information Appeal Panel is responsible for:

- Reviewing appeal requests;
- Deciding whether appropriate exemptions have been applied for refusal;
- Determine if the public interest test has been applied fairly;
- Ensure organisational compliance with the Act.

Council Contractors

It is the responsibility of staff that deal with external partners or consultants to ensure that:

- All partners are aware of their Freedom of Information obligations as set out in this policy;
- Ensure that all contractors are aware that any information supplied to the Council is subject to the terms of the FOI Act and therefore may be disclosed under a FOI request.

7. Definition of "Held"

For the purposes of the Act information is held by the Council if the information:

- Is in its possession and has been produced or received by the authority, or
- Is held by another person on behalf of the local authority.

8. Ownership of Records

With regards to records held off site by an external contractor or another public body, the Council still has a duty to still respond to these types of requests and must therefore arrange with the holding authority or contractor to act on its behalf, even though liability and compliance still remains with the Council.

9. Publication Scheme

In order to comply with the Act every public authority is required to adopt and maintain a publication scheme, which sets out:

- The classes of information it holds;
- The manner in which it intends to publish the information, and
- Whether the information is free of charge or if a fee is applicable

All documents listed in the Council's publication scheme are final approved versions. Draft versions are not published. The Scheme will evolve over time so staff are encouraged to continue publishing up to date information of public interest.

The purpose of the scheme is to ensure a significant amount of information is available, without the need for a member of the public to make a specific request.

The Records Management Team are responsible for the maintenance of the scheme and are the formal contact point for all FOI requests.

10. Access to the Publication Scheme

The Council's Publication Scheme can be downloaded free of charge from the Council's website at www.southtyneside.gov.uk.

11. Documents Available on Request

Not all information created by the Council is published. In accordance with the Act the Council will make documents available on request where no restrictions or exemptions apply. Examples include:

- Minutes of Council meetings;
- Council policies and procedures;
- Council reports and annual reports;
- Risk Assessments;
- Health and safety reports;
- Organisational charts;
- Job descriptions;
- Consultancy expenditure;
- Basic details of contracts awarded;
- Details of members interests and allowances.

12. Access to Registers

Access to the Council's registers is free of charge. An appointment to view these registers will need to be made with the relevant service. The Council will strive to keep its registers accurate and up to date.

13. Making a FOI Request

Applicants may submit a request for public information, which is not included in the Council's Publication Scheme. All FOI requests must:

- Be in writing (email, letter and fax included);
- Be clear and legible;
- State the full name and contact address of the applicant;
- Clearly describe the information requested;
- There is no legal requirement for the applicant to state why the information is requested.

Council's responsibilities is to:

- Provide advice and assistance, where required;
- Respond to requests within 20 working days;
- Advise the applicant if the information exists.

14. Rights of Applicants

All applicants have the right to:

- Be told whether information exists;
- Receive the information (subject to exemptions);
- Appeal to non-disclosures and to request internal reviews;

- Appeal to the Information Commissioner if they are unhappy with the final outcome.

15. Fees

Unless otherwise specified, information made available through the Council's Publication Scheme will be free of charge. The Council will only charge fees in accordance with its Fees and Charging Policy.

Disbursements costs may also be made at the discretion of the Council for:

- Photocopying or printing material;
- Postage;
- Producing material in an alternative format at the request of the applicant, for e.g. putting it onto CD-Rom, disk, video or audio cassette;
- Providing extracts of databases;
- Translating information into a different language at the request of the applicant.

If the cost of obtaining information (i.e. locating, retrieving and replying to the request) exceeds the cost threshold of the FOI Act (as set by the Fees Regulations, currently £450 or about 2.5 days of staff time), then a charge of £25 per hour will be charged for work in excess of 18 hours.

A fee notice will be issued to applicants where requests are estimated to exceed the fee limit. All fee notices must be paid within three months (60 working days) or the request will be cancelled. In extreme circumstances, the Council maintains the right to refuse a request on the basis of disproportionate effort.

16. Format of Information

The Council will take account of the applicant's preferred format of receiving information so far as this is reasonable. Requests will not be complied with however, if:

- The information is already publicly available and easily accessible by another means to the applicant for e.g. the Council's website;
- It is unreasonable to format the information into another format.

17. Public Sector Contracts

South Tyneside Council cannot contract out of its FOI obligations and so will not accept confidentiality clauses in contracts where:

- There is a clear public interest in the information for e.g. disclosure relates to public safety, crime, Council functions and discharges etc.;

- Where the information received from third parties "in confidence" is not considered confidential in nature.

Any acceptance of confidentiality provisions will only be used for good reasons and must be capable of being justified to the Information Commissioner and the Information Tribunal in appeals at a later date.

Therefore all Council contracts will contain the FOI clause outlined in Appendix 3.

18. Consultation with Parties

All third parties involved in FOI requests will be consulted prior to responding to a request unless:

- The views of the third party will have no effect on the final decision of the request;
- The outcome is predicted with reasonable confidence, and where consultation would be too costly or time consuming i.e. there would be disproportionate effort involved;
- Where the views of all parties concerned would have no effect on the final decision due to public interest.

Whilst in most cases third party consent will be sought for disclosure, the final decision rests with the Council.

All requests for personal data must be dealt with appropriately within the scope of the Human Rights Act 1998 and the Data Protection Act 1998.

19. Confidentiality of Information

The Council will only accept information in confidence if it is necessary for the discharge of Council functions.

The Council will not agree to hold information “in confidence” which is not considered confidential in nature.

20. FOI Exemptions

There are 24 exemptions in the FOI Act, which can be used for refusal: 8 absolute exemptions and 16 qualified exemptions.

The Council is exempt from confirming or denying it holds information if disclosure is likely to cause harm. This is known as an absolute exemption under the Act.

However, the Council will consider the public interest test when considering a qualified exemption.

The Secretary of State has powers to create new exemptions.

21. Public Interest Test

Before relying on a qualified exemption, the Council will always apply the Public Interest Test. The Council will consider whether the Public Interest Test in withholding

information outweighs the Public Interest Test in disclosing the information.

The Public Interest Test cannot be used to protect the Council from embarrassment.

22. Transfer of Requests

Where the Council believes information to be held by another local authority it will either:

- Transfer the request to the appropriate body, or
- Supply the applicant with the name and address of the public body to be contacted.

23. Historical Records

All corporate records are public records under the Public Record Act 1958 and 1967. A public record becomes a historical record when it exceeds 30 years. FOI exemptions do not apply to records in excess of 30 years old.

Requests for access to historical records that are no longer held by the Council will be transferred to the Tyne and Wear Archives in Newcastle.

24. Refusals

If an exemption is used for refusal the Council will be obliged to send a Refusal Notice outlining the following information:

- That we hold the information;
- That we are claiming an exemption;
- Why the exemption applies;
- In the case of qualified exemptions, why the public interest in maintaining the exemption outweighs the public interest in disclosing it, and
- Details of the Council's review procedure and the ICO review procedure.

25. Reviews and Appeals

In the first instance, the Council must investigate all appeals and complaints before being redirected to the Information Commissioner for further assistance.

The Council has established an Independent Review Panel for those applicants who are dissatisfied with the outcome of their requests. The panel consists of senior members of staff who have had no involvement in the first decision-making process.

All appeal requests will be dealt within 20 working days from the date requests are received.

26. Information Commissioner

Individuals who are not satisfied with the outcome of the appeal process may submit an appeal to the Information Commissioner at the following address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 01625 54 57 45
Fax: 01625 52 45 10
Email: mail@ico.gsi.gov.uk
Website: www.ico.gov.uk

27. Copyright

All information released under the Council's Publication Scheme and in response to specific FOI requests is protected by copyright in accordance with the Copyright, Design and Patents Act 1998.

28. Re-Use of Public Sector Information

Applicants are free to use public sector information provided it is for their own purposes, including any non-commercial

research and news reporting. Any re-use of the information for commercial gain for example commercial publication (i.e. publication of multiple copies or publication to members of the public) requires permission of the Council as the Copyright holder. In this situation the applicant wishing to re-use the information will be subject to certain conditions as outlined in a licence provided by the copyright holder i.e. the Council.

All re-use requests must be in writing, state the document required and the intended use. The Council has 20 working days to respond, by accepting the request, refusing the request or requesting a fee.

29. Licences

Licences will be issued to avoid the inappropriate use of information released by the Council. Re-use will be subjected to the appropriate licensing terms. The Council may levy a market-based charge for information used for commercial gain e.g. such a trading fund. Charges may be applied for re-use in addition to any supply charges made.

30. Equality and Diversity

The Disability Discrimination Act 1995 places a requirement on the Council to take reasonable steps to make its services more accessible to people with disabilities. In accordance with the Disability Discrimination Act 1995 the Council will consider

requests that are required in Braille or to be translated into another language.

31. Access to Personal Data

Requests for access to personal information is exempt under the Freedom of Information Act 2000. Instead all rights of access to personal information about the data subject falls under the scope of the Data Protection Act 1998. Individuals can submit a subject access request to determine what information the Council holds on them, subject to the exemptions and restrictions of the Data Protection Act.

32. Access to Environmental Information

Rights of access to environmental information falls under the jurisdiction of the Environmental Information Regulations 2004 (EIR) rather than FOI. Examples of requests dealt with under EIR include emissions into the environment, nature sites, roads, sewage and even air-conditioning systems.

33. Destruction of Material

The Council will not destroy records that have been identified for destruction if a request is received for access to the information. Only once the request is complete and all appeal routes have been exhausted will the Council securely dispose of the information.

34. Records Management

Good records management is the key to being able to comply with the Freedom of Information Act 2000. The Council will ensure it has effective records management practices in place to respond to FOI requests in a timely, efficient and professional manner. Staff should be aware of adhering to the Council's Records Management Policy and guidance.

35. Breaches of the Policy

Failure to comply with this policy may result in disciplinary action being taken by the Council.

36. Training and Awareness

The Council will ensure that its staff and Members are familiar with the requirements of the Act and the Codes of Practices issued under the FOI provisions.

Training will also be provided to staff on how to classify, record, file and dispose of information to ensure information can be quickly retrieved.

37. Monitoring and Performance

The Records Management Team will maintain performance figures to ensure that all FOI requests are being responded to

efficiently and effectively. The performance indicators will include:

- Response times for responding to requests;
- The number of instances when the time limit was exceeded and why;
- The number of requests that have been refused and the reasons for the refusal;
- The number of requests for which a fee has been charged;
- The number of complaints and reviews which have been carried out and their outcome, and
- Number of referrals to the Information Commissioner's Office.

38. Policy and Review

This policy will be reviewed annually unless it is subjected to

- Changes in the legislation;
- Risks are highlighted in the policy.

39. Contacts

The Records Management Team deals with all Freedom of Information Requests. The contact details are as follows:

Records Management Team
Town Hall, Westoe Road
South Shields

Tyne and Wear
NE33 2RL
Telephone Number: 0191 424 6537 / 6538
Email: foi@southtyneside.gov.uk

The contact details for the FOI co-ordinators are in Appendix 4.

40. Useful Websites

www.ico.gov.uk - Information Commissioners Office

www.dca.gov.uk - Department of Constitutional Affairs

www.jisc.ac.uk - JISC (Joint information Systems Community), which is funded by UK Higher Educational Institutions.

www.rms-gb.org.uk - British Records Management Society

Appendix 1 – Related Legislation, Standards and Good Practice

Data Protection Act 1998
Environmental Information Regulations 2004
The Disability Discrimination Act 2005
Human Rights Act 1998
Copyright, Designs and Patent Act 1990 C48
Regulation of Investigatory Powers Act 2000
Local Government (Access to Information) Act 1985
Local Government Act 1972 and 2000
Public Records Act 1958 and 1967
Access to Health Records Act 1990
Access to Medical Reports 1988
Computer Misuse Act 1990: C18
Privacy and Electronic Communications (EC Directive) Regulations 2003
Limitation Act 1980
The Civil Contingencies Act 2004
The Re-Use of Public Sector Information 2005
The Electronic Communications Act 2000
The Defamation Act 1996

Mandatory Codes of Practice

- Lord Chancellors Code of Practice on the Management of Records under Section 46 of the Freedom of Information Act 2000;

- Lord Chancellors Code of Practice on the Discharge of Public Authorities Functions under Part 1 of the Freedom of Information Act 2000, issued under Section 45 of the Act.

Professional Standards

ISO 27001/27002 (Previously known as ISO17799)

International standard on Information Security Management. This standard provides a code of practice and a set of requirements for the management of information security. The standard is published in two parts. Part 1 provides the code of practice for information security while Part 2 provides specifications for information security management systems.

ISO 15489

International standard on best practice in Records Management which is published in two parts. Part 1 provides best practice on guidance on the management of records in all formats or media, with advice on responsibilities and on the design and implementation of a records system. Part 2 is an implementation guide to Part 1.

Related Policies/Procedures

Freedom of Information Handling Procedures
Records Management Policy
Records Management Toolkit
Data Protection Policy

Data Protection Handling Procedures
Environment Information Regulations Policy
Environment Handling Procedures
Information Sharing Toolkit
Information Governance Framework Handbook
Information Security Classification Scheme
Internet and Email Policy
RIPA (Regulation of Investigatory Powers) Covert
Surveillance Policy 2000
Regulation of Investigatory Powers Act 2000 Handbook
Interception of Communications Data Policy
Code of Practice: Interception of Communication Data

Appendix 2 - Exemptions Under the Freedom of Information Act 2000

There are 23 exemptions under the Act that prevent general right of access. 8 are absolute exemptions whilst the remaining qualified exemptions are subject to the public interest test. These are as follows:

Absolute exemptions

Section	Exemptions
Exemption 21	Information is Accessible by Another Means. i.e. on the Councils website or an external website.
Exemption 23	National Security. Information supplied by or relating to bodies dealing with security matters.
Exemption 32	Court Records. This includes information in documents served for the purposes of legal proceedings, or held by a person conducting an inquiry or arbitration.
Exemption 34	Parliamentary Information. Information is exempt if the exemption is required for the purpose of avoiding an infringement of the privileges of either House of Parliament.
Exemption 36	Conduct of Public Affairs. Information is exempt if in the opinion of a reasonable qualified person (i.e. the Council's Monitoring Officer) that disclosure would, or would be likely to prejudice

	the effective conduct of public affairs. This is an absolute exemption.
Exemption 40	Personal information. Information is exempt where the applicant is the subject of the information. The provisions of the Data Protection Act 1998 cover rights of access to personal data.
Exemption 41	Information Provided in Confidence. This applies if disclosure of the information at the time of the request would warrant a breach of confidence to a third party.
Exemption 44	Prohibition of Other Enactments. Information is exempt if it other legislation prevails, a European Obligation exists or it is consider that disclosure would be considered a contempt of Court i.e. a Court Order.

Exemptions Subject to the Public Interest Test

The following exemptions are all subject to the Public Interest Test. This means that the Council must disclose the information if in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosure.

Section	Exemptions
Exemption 22	Information Intended for Future Publication i.e. within the next 12 weeks.

Exemption 24	National Security. Information is held for the purpose of safeguarding national security.
Exemption 26	Defence. Information is exempt from disclosure if it would affect the UK's defence.
Exemption 27	International Relations. Information is exempt where disclosure would prejudice international relations between the UK and any other state, international organisation or court or UK interests.
Exemption 28	Relations with the UK. Where disclosure would prejudice relations between any administration in the UK and any other such administration.
Exemption 29	Likely to Prejudice UK Economic Interests. Where disclosure would or is likely to prejudice the economic or financial interests of the UK.
Exemption 30	Investigations or Proceedings Conducted by the Council. Where information is held at any time in connection with a criminal investigation.
Exemption 31	Law Enforcement. Information is exempt from disclosure where it would or is likely to prejudice the prevention or detection of crime, the apprehension and prosecution of offenders or the administration of justice or information relating to civil proceedings.
Exemption 33	Audit Information. This relates to information held by public authorities, which has functions in relation to the audit of accounts.
Exemption	Formulation of Government Policy.

35	Information is exempt from disclosure if it is held by a government department of the National Assembly of Wales and relates to the formulation of policy, ministerial communications or the operation of any Ministerial Private Office.
Exemption 37	Communication with her Majesty and Honours. Information is exempt if it relates to Communications with Her Majesty or with other Members of the Royal Family or the Royal Household.
Exemption 38	Health and Safety. Information is exempt from disclosure if it is likely to endanger the health and safety of an individual.
Exemption 39	Environmental Information. Access to environmental information must only be disclosed under the Environment Information Regulations 2004 and Aarhus Convention.
Exemption 40	Personal Data. Personal data is exempt where the information concerns third party information and a Section 10 Notice under the Data Protection Act 1998 applies to the information.
Exemption 42	Legal Professional Privilege. Information is exempt from disclosure where legal professional privilege exists i.e. legal advice needs to be maintained. In order to claim this exemption the legal advice must have been provided by a legal professional i.e. a solicitor etc.
Exemption	Commercial Interests. Information is exempt

43	from disclosure where the information would or is likely to prejudice the commercial interests of an individual or organisation for e.g. trade secrets/price bids etc.
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Appendix 3 – FOI Clause for Contracts

All South Tyneside Council Contracts should contain the following FOI clause:

FREEDOM OF INFORMATION

The Council is subject to the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR).

As part of the Council's duties under the Acts, it may be required to disclose information forming part of a contract to anyone who makes a reasonable request. The Council has absolute discretion to apply or not to apply any exemptions under the Acts.

The Contractor shall assist and cooperate with the Council (at the Contractor's expense) to enable the Council to comply with the information disclosure requirements under the above Acts/Regulations and in so doing will comply with any timescale notified to it by the Council.

Appendix 4 – List of FOI Co-ordinators

Directorates		Head of Services	Heads/ Assistant Heads of Service	FOI Co-ordinator	Deputy FOI Co-ordinator
Chief Exec Office	Irene Lucas (CEO)	Performance	Keith Harcus	Kevin Joy (Performance)	
		Procurement	Paul Robinson	Tony Ormond (Procurement)	Kevin Graham (Procurement)
		Policy Team	David Bowman	Fred Pippet (Info. Services)	Hugh McShame (Strategic Partnership)
Children & Young People	Helen Watson	Head of Early Intervention & Safeguarding	Amanda Bradley	Phil Boyd (Children Services)	Michelle Humphrey (Admin)
		Head of Social Inclusion	Peter Cutts	Peter Cutts (School Improvement)	Neil Longstaff (School Governors)
		Head of Transition and Well-being	Christine Smith	Neil McCaffery (Youth Offending)	
		Head of Directorate Support for C&YP	Mike Conlon	Barry Morris (HR)	Malcolm Grady (HR)
Enterprise & Regeneration	Patrick Melia	Head of Regeneration	Rick O'Farrell	Daniel Crawford (Regeneration)	Guy Currey (Economic Dev)
		Head of Customer Services and ICT	Alan Holt	David Lamb ICT Support)	Gordon Ditchburn (ICT Dev.)
		Head of Communications	Lynda Fothergill	Aileen Brewis (Press)	David Crosby (Press)
		Head of Finance	Brian Scott	George Cook (Tax & Benefits)	Phil Morrow (Finance)

		Head of Corporate Governance	Brian T Scott	Christine Jopling (Legal)	Ann Best (Democratic Services)
		Head of Organisational Development & People	Peter Fanning	James Gardner (HR)	Julie Young (HR)
		Head of Pensions	Stephen Moore	Heather Chambers (Pensions)	Ian Bainbridge (Investments)
		Library	Tony Duggan	Mark Freeman (Lib)	Hildred Whales (Lib)
		Asset Management		Colin Bell (Asset Management)	Keith Telford (Education Buildings)
Neighbourhood Services	Fiona Brown	Head of Adult Services	Caroline Thomas	Tara Graham (STAR Centre)	Sean Barry (Comm Care - Admin)
		Head of Streetscape	Bill Buckley	Dave Pentland (Car Parking)	Andrew Whittaker (Waste)
		Head of Regulatory Services	Andrew Wainwright	Kate Fortune (Environment Health)	Gordon Atkinson (Planning)
		Head of Community Services	Sylvia Brown	Andy Bailey (Anti Social Behaviour)	Sue Chilton (Community Dev)
		Head of Cultural Services	Tony Duggan	Richard Jago (Operations)	Allan Maving (Facilities)
		Head of Directorate Support (NS)	Keith Hannah	Michael Thompson (Policy & Perf.)	
BSF		BSF Project Director)	Stanley Johnson	Sarah Rodgers (Project Man)	Paul Wellwood (Project Man)

**South Tyneside
Homes (ALMO)**

Director of Resources (ALMO)

Simon Barlett

Frank Coverdale
(Governance)

Michael Ord
(Communications)